



AROUND THE HOUSE

NOTICE TO PUBLIC HOUSING RESIDENTS HUD PROPERTY INSPECTIONS

During the week of December 1, 2003, the HUD contract inspector will be in Wichita to evaluate 25% of the Wichita Housing Authority's Public Housing properties. A random selection will be made to decide which rental units will be visited. *Public Housing staff cannot tell you beforehand* that your rental unit will or will not be selected, so we advise you to please make the appropriate arrangements. Inspections will start at 8:30 in the morning and end at 4:30 in the afternoon during the week of December 1, 2003.

Take advantage of this advanced notice to thoroughly clean your rental unit and yard and remove any unwanted items from your residence. This is also

a good time to check the operation of your smoke detector by pressing the test button. Should your detector not sound, please call for maintenance at 268-4687. As always, broken electrical switches, plug-in receptacles and loose or broken light fixtures should also be reported to maintenance immediately. It is important that yards are mowed and trimmed around fences and side-walks.

If your unit is chosen for inspection, and no one is home, a representative from the this Housing Authority may enter your property along with the inspector to perform the inspection.

Inspection scores are sent directly to HUD Headquarters **and negative reports can influence future funding of the Public Housing Program.** Cooperation from resident's in this matter is greatly appreciated by everyone involved in the public housing program, including staff and your fellow residents.

HUD only requires the inspections to be done every two years if the overall condition of rental units scores in the higher category. Otherwise, the inspections are done every year. As you can see, it is in the interest of both staff and residents that the best possible effort is made to have clean and decent units *prior to* the inspections.

SECTION 8 CLIENT'S REPORTED/UNREPORTED INCOME

Failure to report income can ultimately result in the termination of your Section 8 assistance. In the past, we required Section 8 program clients to report any and all family income changes to their leasing specialist within a period of 30 days.

Effective January 1, 2004, the time frame for reporting income changes will be changed from thirty (30) days to fourteen (14) days.

Therefore, Section 8 program clients will be required to report any household income changes to their leasing specialist within fourteen (14) days.

In addition, the Wichita Housing Authority is in the process of modifying

its administrative plan regarding housing voucher assistance overpaid in connection with unreported or understated income. **If a Section 8 program client is found to have underreported income, the client will be required to immediately pay all overpaid assistance.** The Housing Authority will not have the ability to enter into repayment agreements for overpaid assistance.

Program clients who fail to immediately pay overpaid assistance will be terminated from the Section 8 program. In addition, the Housing Authority will initiate collection activities, and will report non-payment of the debt to the Credit Bureau.

There will be no tolerance for understated or underreported income. Failure to report income can jeopardize your rental assistance and lead up to immediate termination.

Income is defined as all sources (money, cash or checks) received by the family head of household, spouse, or other members within the household over 18 years of age.

Listed below are sources of income:

- Employment
- Employment Promotion
- Own Business
- Part-Time Job
- Overtime Payment Received on the Job
- Increase in Job Hours
- Increase in Pay
- Military Pay
- Unemployment Benefit
- Child Support
- New Job
- Child over 18 or other adult employment
- Pension
- Social Security

SECTION 8 HOMEOWNERSHIP

The City of Wichita's Section 8 Homeownership program has assisted twelve clients in purchasing their own home since its inception.

This program allows a homebuyer to use their rental assistance voucher to assist them with monthly mortgage payments instead monthly rent payments. Just like your current rental assistance voucher, you will be subject to all the rules and regulations of the Section 8 Voucher program.

Before you decide if this is a program for you, please review the following questions. Section 8 clients in a position to apply for the program will be able to answer YES to ALL of these questions.

1. Am I an *active* Section 8 client?
2. Am I a first-time homeowner, that is, have I not owned a home for three years (some exceptions do apply)?
3. Do I have a household income of at least \$10,300 per year (this minimum amount CANNOT include welfare assistance, except for the elderly or disabled)?
4. Are there one or more adults in the household working 30 hours per week or more AND have they been employed steadily for the past 12 months (unless the primary source of income is from a pension fund, disability benefit or other similar source)?
5. Do I want to purchase a house within the Wichita city limits?
6. Do I have the ability (i.e., income, credit score, etc.), to obtain a mortgage loan from a reputable bank or mortgage lender?
7. Is my credit free of delinquencies?

If you've answered "Yes!" to all these questions, then we *strongly encourage* you to stop by the Housing Services Department office at 332 N Riverview and pick up an application for the Section 8 Homeownership Program.

*Use of the rent payment drop box during and after business hours has increased dramatically! After all, it's the **safest** and **most secure** way for you to make rent payments.*

DROP BOXES & RENT STATEMENTS

Public Housing Tenants:

Be sure you detach the ENTIRE right half of your rent statement labeled "RETURN WITH PAYMENT" and return that entire right half with your payment. **Keep the left side of the statement for your records** — there's no need for you to make copies. The en-

tire right side of the statement is divided into two smaller forms, and both are needed for the Housing Services office to record your payment.

Section 8 Clients and Public Housing Tenants:

Please **do not use** the rent payment drop box for **after hours mail** to our department.

There's no guarantee your paperwork will safely reach the intended recipient. Dropping paperwork off in person during regular business hours or using the US Postal Service is always the best ways to get paperwork to our office.

COLD WEATHER RULE IN EFFECT

Effective November 1, 2003 our Inclement Cold Weather Plan policy relative to Lead-Based Paint will be implemented through May 31, 2004. Section 8 Landlords will be approved for Lead Based Paint extensions until May 31, 2004.

A re-inspection will be made on your rental property on or after the May 31, 2004 extension expiration date to determine if corrections were made. All lead based paint corrections found incomplete at the end of the expiration date will result in an "Intent

to Stop Payment" issuance to the landlord.

If you have questions regarding this policy please contact the Section 8 inspection section at 268-4683. For more information about lead based paint regulations, see the article on page 4.

TARGET STORES APPROVE GRANT



Target Corporation, in particular Wichita's Target Store East, has awarded a grant to the

Wichita Housing Authority for its "Safe From the Start" program. "Safe from the Start" is a family violence prevention program created to benefit Housing Authority (Section 8 and Public Housing) residents and families.

The Wichita Housing Authority has partnered with the YWCA of Wichita to put on several workshops for Public Housing and Section 8 clients to gain more awareness about the issue of domestic violence.

"We are very fortunate to have a community based partner like the Target Corporation and we look forward to building a community partnership that goes well into the future," said Deborah Moore, Assistant to the Director and the Authority's grant writer.

Watch your mailbox for future workshop dates, times, and locations. For additional information about the workshops, contact Vallery Fields, Family Self Sufficiency Coordinator, at 268-4688.

We would also like to thank Single Source, the City's supplier of office products, for their product donations in support of the domestic violence workshops.



UTILITY ALLOWANCE CHANGES FOR PUBLIC HOUSING RESIDENTS

The South Central Kansas Economic Development District (SCKEDD) has completed random energy audits on numerous City of Wichita Housing Authority Public Housing units. Residents were interviewed about their use of household appliances. Sizing and efficiency data was collected for all space heating and domestic water heating equipment.

The computer software used to compile the collected data allows a series of detailed inputs including the size of rental buildings, its construction, site orientation, window size and type, insulation type and R-rating, type and size of combustion appliances, and energy usage estimated from the appliances operated by residents and the frequency of use. Water and sewer usage was estimated based upon the number of occupants in each dwelling audited.

In accordance with 24 CFR 964 and 24 CFR 965, *public housing authorities are unable pay the cost of utility*

UTILITY ALLOWANCES EFFECTIVE JANUARY 1, 2004

Number of Bedrooms	Old 2003	NEW 2004
One: Rosa Gragg/Bernice Hutcherson	\$ 85.00	
Rosa Gragg		\$ 68.00
Bernice Hutcherson		60.00
One: Greenway/ McLean	24.00	35.00
Two: Greenway/ McLean	26.00	30.00
Two	148.00	95.00
Three	172.00	112.00
Four	202.00	116.00
Five	213.00	161.00
Six	206.00	149.00

consumption attributable to air-conditioning in public housing units and the cost for the (optional) use of air-conditioning shall be borne by residents.

The data from the audits was entered into the REM/Design software, version 11.1. SCKEDD is a licensee of Architectural Energy, 2540 Frontier Avenue, Suite 201, Boulder, CO 80301.

Residents may inspect the SCKEDD utility allowance report in the Housing Services office located at 332 N. Riverview. Residents will have the opportunity to submit written comments prior to December 1, 2003. The Wichita Housing Authority shall retain such written comments.

SECTION 8 LANDLORDS

NEW REGULATIONS FOR LEAD BASED PAINT

(24 CFR, PART 35)



Contact these agencies for additional lead information

Wichita Housing Authority
Inspection Department
268 - 4683

National Lead Information
Clearinghouse
800/424 - 5323

HUD Office of
Lead Hazard Control
202/755 - 1785, ext. 104
Email:
lead.regulations@hud.gov,
WEB:
www.hud.gov/offices/lead/

Effective March 15, 2001, the Wichita Housing Authority implemented a new procedure for conducting visual inspections for peeling paint that may contain lead. We have always inspected for peeling paint and do not anticipate many problems with the rental units in the community. The revised regulation applies to all units built before 1978, with an emphasis on units with lead based paint hazards in young children.

A problem is not listed as serious unless peeling paint area is above the de minimis level greater than 2 square feet inside, 20 square feet outside, or 10 percent of a building component (for example a window frame or door trim).

If **peeling paint*** in excess of the guidelines is present in a unit built before 1978, and it is

occupied by a child under the age of six, you have three options.

1. For deteriorating surfaces, use **safe work practices*** when you stabilize and repair.
2. If lead is present, you will need to follow **safe work practices*** when stabilizing and repairing the paint, and the unit will have to be **clearance tested†** by a certified lead based paint inspector to be sure all unit surfaces have been cleaned to remove lead paint residue.
3. You can decide not to rent to the Section 8 client. However, if a visual inspection found deteriorated paint above the de minimis level and you decided not to rent to a Section 8 client, the inspected unit will not be allowed into the Section 8 program until the unit has been tested and meets clearance requirements.

The easiest solution to the peeling paint problem is to have an ongoing maintenance program to prevent a paint problem from occurring. If the inspector does not find any peeling paint, the regulations regarding repairs, safe work practices and clearance testing will not apply to your rental unit.

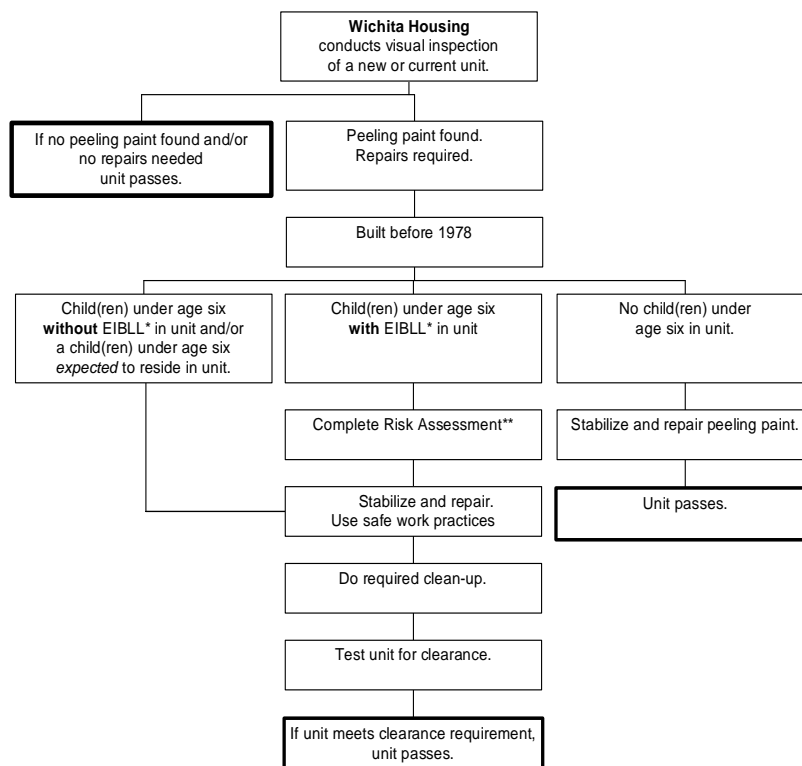
Repairs must be completed within 30 days unless it is an exterior surface and weather is a factor at which time the **cold weather rule†** will be taken into consideration. Repairs should include locating the cause of the peeling paint and correcting it to stabilize the surface and prevent a future problem.

***Peeling paint** includes paint that is peeling, chipping, chalking, cracking or becoming separated due to deterioration on the surface below the paint. Paint that has peeled and fallen onto the floor or ground is included in this definition and needs to be removed.

* **Safe work practices** are needed in order to protect the Section 8 client and workers from lead hazards. They include, but are not limited to, such practices as closing off the area with plastic sheeting, protecting workers, and cleaning the area thoroughly before allowing the Section 8 client back into the affected area.

† **Clearance testing** needs to be done within 15 days after the repairs have been completed. The test consists of surface wipe samples of the affected rooms, which are then sent to a lab for analysis, conducted by a certified risk assessor or certified lead based paint inspector.

† **Cold weather rule** allows the landlord an extension of time to complete repairs



* Environmental Intervention Blood Lead Level

** Risk assessments determine whether or not lead based paint hazards exist, and if they do, where they are located.

HUD's Service and Satisfaction Survey

What is the Survey? The Resident Service and Satisfaction Survey is sent to a sampling of public housing residents at each Public Housing Agency (PHA) on a yearly basis to find out how satisfied they are with the living conditions of their unit or development. This survey is part of HUD's increased commitment to monitoring Public Housing Agencies.

How will HUD use our input? Your satisfaction and experience with your living conditions will be included in HUD's yearly evaluation of your housing agency. This survey was developed with the help of PHA's, resident leaders, and representatives of the industry.

Who will be asked to fill it out? Public Housing residents throughout the nation will be included in the survey

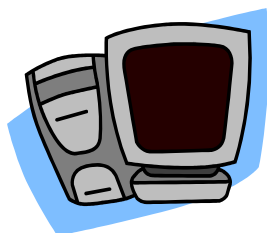
process. *Not all residents will receive a survey.* The surveys should arrive in mailboxes sometime between November 17, 2003 and January 15, 2004. Residents will be chosen randomly using a computer program. The survey will take place yearly, so if you do not receive a survey this year you may in the future.

Your cooperation in returning the survey promptly is appreciated.

LANDLORD WEB SERVICES

Join the other landlords in Wichita who have discovered the benefits of using our website to list your properties, change your address, or request inspection extensions. It's easy to do!

Go to City of Wichita's website at www.wichita.gov, click on "Housing Services" under "City Offices", then click on the "Section 8 Rental Assistance Program".



Visit us on the Web!

Remember, when you add your rental listing by the web or other means, please note that your rental listing will be available to our clients for 30 days OR until you let us know you no longer want it listed, whichever comes first.

You can remove or change your listing via the web using the Rental Listing Change Form or by calling our Section 8 office at 268-4683.

PAYMENT DATES & ADDRESS CHANGES

Landlord's Housing Assistance Payment (HAP) checks are mailed on Fridays or Mondays depending on what day the month ends, and as close to the end of the month as possible without going past the first of the following month.

Please make sure your address is correct. HAP checks are not forwarded by the post office.

If you have an address change, it must be provided in writing to the Section 8 Office at 307 River-view, Wichita, KS 67203.

Landlord address changes can also be submitted through our website.

Go to www.wichita.gov, click on "Housing Services" under "City Offices", then click on the "Section 8

Rental Assistance Program". All the links are available to you from there!



SECTION 8 CLIENTS

NEW PROCEDURES FOR REQUESTS FOR RELOCATION (INTENT TO MOVE)

Effective January 2004, request for relocation (Intent to move) will only be accepted during your annual recertification period.

Your Housing Leasing Specialist will be conducting your annual recertification meeting 60-90 days prior to your recertification date. Informa-

tion collected from you and your family can be used and will be current for relocation activities.

If you and your family are anticipating relocating to another unit or requesting portability, keep this procedure in mind as you make future plans. You also need

to be aware that it takes a *minimum* of 45 days for paperwork, inspection of unit and approval for these activities before relocating to another unit may happen.

In order to relocate, a client must be in good standing with the Housing Authority, landlord and unit.

Some Section 8 Landlords may not have received a Sept/Nov "Around the House" newsletter.

If you did not receive one, and would like one sent to you, please call Maryann at 268-4688, leave your name and address, and one will be sent to you.

HOMEOWNERSHIP 80 LOAN PROGRAM ACCEPTING APPLICATIONS!

www.wichita.gov/CityOffices/Housing/HOME/home_80_program.htm

Earlier this year, limited funding prevented Housing Services Department from accepting new applications for the HOME 80 program. We are pleased to announce that we are once again accepting applications!

The City of Wichita sponsors this homeownership program which assists persons with low to moderate household incomes in buying their first home. The first-time homebuyer assistance consists of two, zero-interest, deferred loans.

The first deferred loan is secured as a zero-interest, second mortgage on a new home. The loan assists homebuyers in meeting the **down payment** and/or **closing costs** obligations. The *maximum* amount of the loan is **\$6,300** and the amount you receive will depend upon your mortgage lender's requirements.

The second deferred loan, *if utilized*, is secured as a zero-interest, third mortgage on a new home. This loan is used *only* for repairs authorized by the City after closing on the home, for a limited time. The *maximum* amount of the loan is **\$5,000** and the amount you receive will depend upon the cost of repairs.

This second loan is **not to be used for Health and Safety code violations identified prior to purchase**. Those types of repairs are required to be paid for and completed by the seller prior to closing.

These loans **will be payable** to the City when you sell your home, no longer occupy your home as a primary residence, or upon refinancing your first mortgage. The third mortgage loan is forgivable after five years, provided you own and occupy the home during the entire five-year period.

If you are interested in learning more about this program, please visit our website at the address above. You will find a complete program description and application.

You can also call our HOME program staff at 268-4685.

Section 8 Clients

You may apply for the HOME 80 program, but you will need to first apply for the Section 8 Homeownership Program if you plan to continue to use your Section 8 voucher to assist you in making mortgage payments. (See the article "Section 8 Homeownership" at the top of page 2.)

City of Wichita
Housing Services

Section 8 Landlord Meeting

Friday, November 21

1:00 p.m. — 4:30 p.m.

Hyatt Regency Wichita
400 W Waterman

If you are unable to attend but would like to learn more about the program, please contact the Section 8 Office at 268-4684.

The City of Wichita Section 8 Program is currently assisting over 2,600 households with rent payments. Eligible households are provided vouchers that they can use for rental properties. Landlords that accept the vouchers complete their own screening of potential tenants and make determinations about renting their units similar to the background checks they perform for tenants without vouchers.

The City of Wichita has implemented many internal improvements resulting in higher expectations for tenant behavior and property conditions. We would like to expand the housing options for Section 8 Rental Assistance by increasing the number of landlords that accept the Section 8 vouchers.

We cordially invite you to attend an informational meeting about the Section 8 Program where you can learn more about the program and ask questions.

Please join us! Friday, November 21, 2003
1:00 p.m.
Hyatt Regency Wichita
400 W. Waterman

FOUR Ways to Register!

**Deadline
Nov 10th**

BY PHONE: Call Elizabeth Bennett at 268-4684.

ONLINE: www.wichita.gov/CityOffices/Housing/Section8/

BY FAX: Fax the registration form to Elizabeth Bennett at 337-9103.

BY MAIL: Mail the registration form to our office by November 10.



City of Wichita Housing
Services

Section 8 Division
307 N. Riverview
Wichita, KS 67203

LANDLORD MEETING REGISTRATION FORM

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE _____

NUMBER ATTENDING: _____

Registration Deadline: November 10, 2003

City of Wichita Housing Services

332 N. Riverview
Wichita, KS 67203

Phone: 316/268-4688
Fax: 316/268-4219



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We're on the Web!
[www.wichita.gov/
city_offices/housing](http://www.wichita.gov/city_offices/housing)

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HOMEOWNER CHECKLIST

November

- ◇ Check attic
- ◇ Inspect floor drains
- ◇ Clean range hood filter
- ◇ Clean furnace filter
- ◇ Check for condensation and humidity
- ◇ Test smoke alarms and CO detectors
- ◇ Clean humidifier
- ◇ Prune trees and bushes.
- ◇ Clean floor register grills
- ◇ Paint high traffic areas like hallways and bathrooms.
- ◇ Inspect all ceramic grout and repair if needed

December

- ◇ Check air ducts
- ◇ Check snow on roof
- ◇ Clean furnace filter
- ◇ Clean range hood filter
- ◇ Clean humidifier
- ◇ Test smoke alarms and CO detectors
- ◇ Inspect and repair decorations and extension cords if displaying holiday decorations.
- ◇ Protect outdoor items from potential weather damage



Annual Safety Check

- ◇ Door locks
- ◇ Smoke alarms
- ◇ Window locks
- ◇ Potential fire hazards
- ◇ CO detectors
- ◇ Clean humidifier
- ◇ Remove snow and ice from roof overhang/vents promptly

NEW HOUSING EMPLOYEES

We are pleased to announce that two new employees have joined the Section 8 Office. **Celia Rubalcaba**, Clerk and **Vicki Liguori**, Clerk II, will bring many years of experience working in clerical/secretarial positions and working with the public. Celia and Vicki will be assets to the Housing Services Department -- please join us in giving them a hearty welcome!